

Directive 364.1

5/11/93

POSITION SENSITIVITY AND SECURITY CLEARANCES

I. PURPOSE

This Directive prescribes the policy of the Agricultural Marketing Service (AMS) in the designation of sensitive positions; the responsibilities within AMS for certain security functions; and the requirements for obtaining security clearances, including clearance for foreign travel.

II. REPLACEMENT HIGHLIGHTS

This Directive replaces AMS Directive 364.1, Personnel Security Program, dated 9/20/89. Changes are marked with asterisks.

III. AUTHORITIES

A. Federal Personnel Manual Chapter 731, Personnel Suitability.

B. Federal Personnel Manual Chapter 732, Personnel Security.

IV. DESIGNATION OF SENSITIVE POSITIONS

A. Critical-Sensitive Positions. All Senior Executive Service (SES) employees and Schedule C appointees occupy critical-sensitive positions, requiring favorable preappointment background investigations. The Classification Branch, Personnel Division, AMS, makes the final determination as to whether other positions will be designated critical-sensitive.

B. Noncritical-Sensitive Positions. Positions in this category are designated by the Classification Branch in compliance with the Office of Personnel's interpretation of Federal Personnel Manual, Chapters 731 and 732.

V. RESPONSIBILITIES FOR CLEARANCES

A. Personnel Division, AMS, will process security clearances for SES employees and Schedule C appointees.

B. * - Project/Training Team, Human Resource Operations (HRO), Human Resources Division, - * Animal and Plant Health Inspection Service, Minneapolis, Minnesota, will process security clearances for all other designated employees.

VI. SECURITY OF CLASSIFIED MATERIAL

Responsibility for safeguarding classified information is set forth in Departmental Manual (DM) 3440-1,

Classification, Declassification, and Safeguarding Classified Information. The Chief, Employee Relations Branch (ERB), Personnel Division, is designated as the Agency Classified Material Control Officer, and is responsible for keeping employees informed concerning the regulations set forth in DM 3440-1.

VII. SECURITY DEBRIEFING

An employee who vacates a * - sensitive - * position with access to confidential, secret, or top secret classified information must complete Form AD-491, Security Debriefing Secrecy Agreement, and return it to ERB or HRO, as appropriate.

VIII. SECURITY CLEARANCE FOR FOREIGN TRAVEL

* - Employees traveling to foreign countries on official business for more than 180 days need security clearances prior to their foreign assignments. For such travel, contact ERB concerning the appropriate form(s) to be completed as soon as it is known that travel to a foreign country is required, but at least 120 days prior to the effective date of travel. - * Upon receipt of the form(s), ERB will submit a request for clearance to the Department Security Officer.

IX. SECURITY BRIEFING FOR FOREIGN TRAVEL

* - Employees traveling to Eastern Europe and the former Soviet Union or other sensitive destinations must be briefed, prior to entering these destinations, concerning certain security and intelligence risks which may be encountered in some foreign countries. Any employee scheduled to travel to a foreign country must contact ERB immediately concerning the appropriate forms to be completed, and for information regarding possible security briefings. - *

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